

## GoArmyEd: Supervisor Desk Reference

### G-3/5/7 Civilian Training and Leader Development

#### Frequently Asked Questions

##### Why are Army Civilians using GoArmyEd to manage Army Civilian registrations for education?

The Army is working to streamline, consolidate, and automate processes for Army Civilians requesting funds for their professional development courses. GoArmyEd provides Army Civilians with a single location to submit applications and create SF 182s for training approval. GoArmyEd makes it easy for you to register for courses approved in your Army Career Tracker (ACT) Individual Development Plan. GoArmyEd also provides Supervisors, Career Program Managers, Training Managers and Army Leadership greater visibility into the professional development of Army Civilians.

##### How do I create a Supervisor Account?

Once GoArmyEd authenticates you through Army Personnel Systems, you may create your account via self-service at [www.goarmyed.com](http://www.goarmyed.com). If you cannot create your own account, you may create a helpdesk case requesting an account be made for you.

##### Who approves training applications and SF 182s once Supervisor approval is granted?

For Command-funded education programs, the Army Civilian's Training Manager may approve your SF 182 based on availability of funds. For ACTEDS (Centrally-funded) and all centrally-managed education programs, the Army Civilian's Career Program Manager and Headquarters G-3/5/7 must provide approval.

##### How are Supervisors notified when a Training Application or SF 182 has been submitted by an employee for approval?

You will receive an automated email from GoArmyEd alerting you that approval action is needed. Supervisors are expected to approve or disapprove Training Applications and SF 182s as soon as possible, or within three to five business days.

##### Are Supervisors notified if an approved training application or SF 182 is later disapproved in the approval workflow?

Yes. Supervisors will receive a copy of the disapproval email that GoArmyEd sends to Army Civilians.

##### Where can I find more information on the training and education programs available to Army Civilians?

Access the Army Civilian Training and Leadership Development (CTLD) website at <http://www.civiliantraining.army.mil/GoArmyEd>.

##### What training or help is available?

Once a GoArmyEd account is created, you will have access to training videos detailing how to use each GoArmyEd function. All training resources are accessed by selecting the **References Documents (Training Materials)** link from the **Helpdesk** page. In addition to this support service, the GoArmyEd helpdesk is available Monday through Friday 7:00 AM – 7:00 PM Eastern Standard Time at **1-800-817-9990**.

# GoArmyEd®

## Supervisor Desk Reference

GoArmyEd—Serving  
Army Civilians and Soldiers

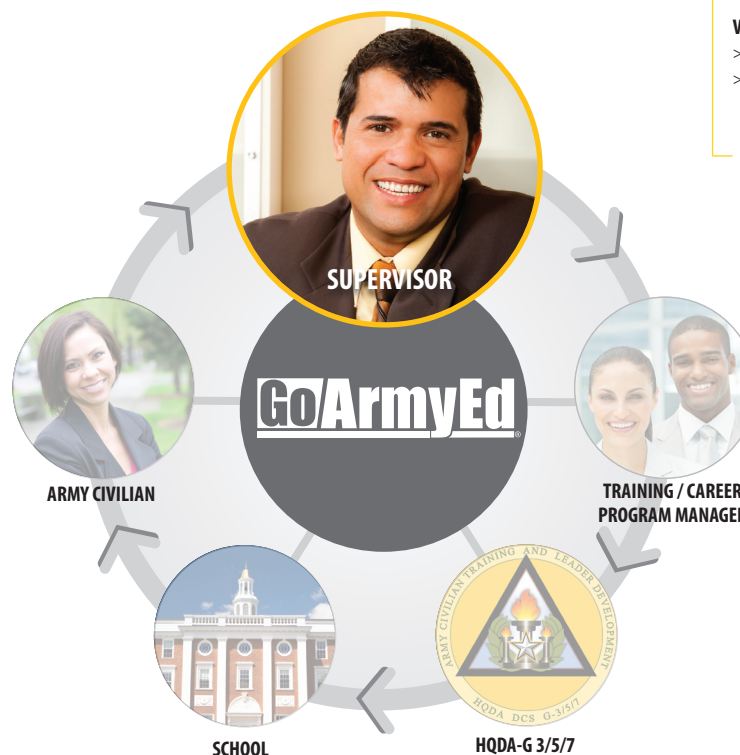
#### SUPERVISOR

##### Approve:

- > Training Applications
- > SF 182s

##### View:

- > Employees' Education Records
- > Employees' Army Career Tracker (ACT) Individual Development Plan (IDP)



Stay up-to-date and learn more by following our Facebook pages—**GoArmyEd** and **Army Civilian Training**



## [www.GoArmyEd.com](http://www.GoArmyEd.com)



ARMY STRONG®

# Key Army Processes and Functions in GoArmyEd

1

**Registered users:** Sign into your account at [www.GoArmyEd.com](http://www.GoArmyEd.com).

**New users:** Create an Supervisor account at [www.GoArmyEd.com](http://www.GoArmyEd.com).

*Note: You will receive an automated email from GoArmyEd when you have an Action Item to approve on behalf of one of your employees.*

2

Your G-3/5/7 Action Items dashboard lists open actions that require Supervisor approval for your employees. Select the **View** link to take action.

## G-3/5/7 Action Items

There is 1 **Training Application** requiring Immediate Supervisor approval. [View](#)

There is 1 **SF 182** requiring Supervisor approval. [View...](#)

3a

From the **SF 182** Management Queue, select the **Details** button next to SF 182s that require approval. Scroll to the Approval Actions section of the form to approve or disapprove. Immediate Supervisors may determine if a Second Line Supervisor approval is also needed, depending on your organization's policy.

3b

From the **Training Application** Queue, select an application that requires review. The Immediate Supervisor may approve, disapprove, or return for any action training application that requires edits by the Army Civilian. Use the comments box to explain your decision. The Utilization Plan is required when approving a training application. Immediate Supervisors may determine if a Second Line Supervisor approval is also needed, depending on your organization's policy.

4

You can retrieve the student record of Army Civilians you supervise to view their education history, contact information, contact notes, and helpdesk cases.